

DRAFT - 10 July 1951  
LRHouston/mls

MEMORANDUM FOR: Director, Psychological Strategy Board

SUBJECT: Agreement for Administrative Support

1. The Department of State, the Department of Defense and the Central Intelligence Agency have agreed, with the concurrence of the Bureau of the Budget, to afford such administrative support as the Director of the Psychological Strategy Board may require of them in accordance with the Presidential Directive of 4 April 1951. The terms of the agreement are as follows:

a. In accordance with the specific request to the Director of Central Intelligence in a letter dated \_\_\_\_ July 1951, the Central Intelligence Agency will undertake the necessary personnel actions in connection with the Director of the Board and his Deputy, if any, and will pay the Director's salary and that of the Deputy if the latter is not assigned by one of the participating agencies.

b. The Central Intelligence Agency will undertake to provide appropriate space for the Director and his staff.

c. The Department of State undertakes, for the initial period, to assign an administrative officer to the Director to assist in the organization of his office.

This assignment will continue until the Director has determined the permanent organization and has made arrangements for appropriate administrative assistance.

d. The Department of Defense undertakes to supply up to seven qualified secretaries with appropriate security clearance for permanent duty with the Director's staff.

e. The Administrative Assistant to the Director will determine the needs of the Director's office and staff for supplies and equipment, including furniture, typewriters and stationery, and will call upon the participating departments and agencies to contribute <sup>to</sup> such needs out of existing stock in accordance with their capabilities. In the event that such requirements cannot be met out of stock, the items will be procured from funds set forth in the following paragraph.

2. The Departments of State and Defense and the Central Intelligence Agency agree to contribute such amounts as are deemed appropriate by the Bureau of the Budget to a working fund for support of the Board and the Director's staff, which working fund will be under the administrative control of . This working fund shall be available for expenditure by the Director of the Board, in accordance with authorizations to be signed by his Administrative Assistant, for employment of personnel not assigned by the participating agencies or on the hiring of temporary experts and consultants and for the procurement

of necessary supplies and equipment. It shall also be available for travel expenses for the Director and members of his staff and temporary experts and consultants while engaged on business for the staff in accordance with travel orders issued by the Administrative Assistant. In the event that the Board or the Director require printing and binding which cannot be performed without reimbursement by the participating agencies, the Administrative Assistant is authorized to make expenditure from the working fund for such printing and binding.